

B 3/27

21 May 1975

MEMORANDUM FOR: Chief, Information Systems Analysis Staff, DD/A

SUBJECT : Comparative Report of Paper Usage and Costs - FY 1975
Versus FY 1974

1. Attachment 1 is the quarterly summary report of Central Depot (CD) issues from stock and Logistics Services Division (LSD) direct purchases from the General Services Administration for paper products. The summary compares FY 1975 to FY 1974 paper usage by quarter, by year to date, and by cost. It is noted that, although paper usage as measured through the above sources has increased 4.6 percent for the third quarter of FY 1975, usage for the year to date has decreased by 21.0 percent from FY 1974.

2. You will recall that paper usage during the second quarter of FY 1975 had dropped from FY 1974 by approximately 50 percent, a phenomenal decrease which could not be fully evaluated. We believed at that time that the decline in issues reflected previous paper hoarding at the office level. The moderate increase in paper usage during the third quarter of FY 1975 supports that belief. Specific items in which issues have increased during the past quarter are given below:

	Percentages Third Quarter FY 1975	Percentages Three Quarters FY 1975
Columnar pads	Up 572.6	Up 145.2
Quadrille pads	Up 279.0	Up 42.4
Envelopes	Up 30.2	Down 1.9
File folders:		
By Unit of Issue (mainly fiberboard)	Up 430.0	Up 151.9
Each	Down 12.4	Up 27.3
Fiberboard boxes	Up 180.7	Down 6.9
Paper tapes:		
Roll	Up 26.7	Down 25.9
Feet	Up 45.0	Down 16.9

a. The drastic rise in the issues of columnar pads is attributed to direct-purchase replenishment actions by LSD for daily issuance from Agency supply rooms; such items are considered issued when placed in the building-supply system.

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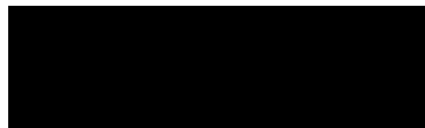
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b. We believe the increased demand for file folders and fiberboard boxes is explained by the starting of new calendar-year files and by retirement of files to the Records Center following the end of the 1974 calendar year. It is noted here that the demand for kraft folders issued by the hundred has decreased while the demand for fiberboard folders issued in smaller quantities has increased markedly.

c. The reason for the increased demand for envelopes, quadrille pads, and paper tapes during the third quarter of FY 1975 is not known except in terms of the probability of previous hoarding at the office level.

2. Attachment 2 contains the background data on CD issues and LSD direct purchases to support the summary. An article which appeared in the January-February 1975 newsletter of the Graphic Arts Research Center is contained in Attachment 3 and gives an interesting presentation of the 1973-74 paper shortage.

3. Attachment 4 summarizes paper usage in Printing and Photography Division (P&PD) for the third quarter of FY 1975, reflecting a 7.8 percent reduction from quarterly usage in FY 1974. Finally, Attachment 5 contains a report prepared by P&PD on paper savings brought about by equipment changes, inventory reductions, and stock substitution.



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Director of Logistics

Atts (5)

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